



Council on Technology Services

Draft Minutes

March 7, 2005

**Monroe Building, Conference Rooms C, D, and E
Richmond, Virginia**

Members Present

Lemuel C. Stewart, Jr., Chairman (VITA)
Jerome P. Allgeier (VDACS)
L. Farley Beaton (TAX)
Jeanne H. Branch (DPOR)
David W. Burhop (DMV)
Bethann H. Canada (DOE)
M. Elaine Carver (Roanoke)
Jan B. Fatouros (DGS)
Vickie A. Gephart (VSP)

Karl R. Hade (SCV)
The Honorable Eugene J. Huang (SoTech)
Virgil E. Kopf, Ph.D., PMP (DGIF)
Francis X. Moore, III, Ph.D. (Longwood)
Shirley C. Payne (UVA)
Darlene H. Quackenbush (JMU)
David C. Sullivan (Virginia Beach)
Mark D. Willis (VCU)
William E. Wilson (DLAS)

Members Absent

J. Timothy Bass (VRS)
James E. Burns, M.D., M.B.A. (VDH)

David J. Molchany (Fairfax)

Others Present

Debbie Dodson (VITA)
Lynn Dubard (VIPNet of VITA)
Jenny Hunter (VITA)
Fred Norman (CVC, LLC)
Jerry Simonoff (VITA)

Scott Somerhalder (VIPNet of VITA)
John Westrick (OAG)
Roz Witherspoon (VITA)
Rod Willett (North Highland)

Call to Order

Chairman Lemuel C. Stewart, Jr., Chief Information Officer of the Commonwealth, called the meeting of the Council on Technology Services (COTS) to order at 2:35 PM. He announced the presentation on New Brunswick had been postponed to the May meeting of the Council and encouraged members to invite their colleagues to attend.

Approval of the Minutes

Mr. Stewart introduced the draft meeting minutes from December 16, 2004. Mr. Wilson moved to accept the minutes as written. The motion was seconded by Mr. Willis and approved unanimously by the Council. The meeting minutes will be posted to the COTS Web site and the Commonwealth Calendar.

Mr. Stewart introduced the newest Council member, Jeanne H. Branch, representing the Commerce & Trade Secretariat from the Department of Professional and Occupational Regulation. Jerry Allgeier is now representing the newly-formed Agriculture and Forestry Secretariat. Mr. Stewart thanked both members for their service.

COTS Workgroup Reports

Business Reengineering Workgroup

Mr. Stewart called on COTS Business Reengineering Workgroup Chairman Farley Beaton to provide an update. Mr. Beaton described the approach of the Workgroup to demonstrate early successes. The Workgroup will focus first on business processes and then determine how technology could be deployed or changed to meet business needs. The Workgroup will identify quick wins.

One significant input will be the *Enterprise Business Architecture* report under development by the Virginia Information Technologies Agency (VITA) Strategic Management Services directorate. The draft is nearly ready for use by the Workgroup.

Mr. Beaton reported that the draft charter has been updated. The Workgroup plans to meet twice a month on Wednesday afternoons. Mr. Beaton asked for volunteers from COTS to participate in the Workgroup and provide input on the draft charter.

Mr. Burhop, Workgroup Vice-Chair, added that business process reengineering is a big focus of the Transformation effort. The Workgroup will be aware of the reengineering effort underway related to the proposals under review through the Public Private Educational Facilities and Infrastructure Act (PPEA), but that the work of the Workgroup will not be driven by the PPEA. He also encouraged participation from COTS members.

E-Government Workgroup

Mr. Stewart said that Tim Bass had a schedule conflict and could not attend. Mr. Stewart reported that Mr. Bass is working with VITA and Virginia Information Providers Network (VIPNet) staff. The group will be looking at the E-Government Strategy that is under development to make government friendlier and more interactive for its citizens. Mr. Bass is looking for volunteers to join the Workgroup—Dave Molchany from Fairfax County has volunteered. Mr. Stewart noted that there are some overlaps between the E-Government Workgroup and the Business Reengineering Workgroup and cross-benefits associated with those activities.

COVITS Workgroup

Mr. Stewart called on COVITS Workgroup Chairman Mark Willis to provide an update. Mr. Willis described the two charges for the Workgroup:

1. Advise on program content for the Commonwealth of Virginia Information Technology Symposium (COVITS) to encourage participation from government, education, localities, vendors, and other organizations.
2. Review the Governor's Technology Awards program and determine whether it should be reinstituted for 2005.

Mr. Willis has met with the COVITS planning staff and has polled individuals informally for input. Given the time constraints, he opted not to organize a formal workgroup.

Recommendations for potential program content were presented in two areas: what vendors want and what government and education officials want. According to the COVITS planning staff, vendors want to understand how to do business with state and local government and higher education. They are interested in panel discussions or workshops from senior agency, local government, and higher education officials on what is "hot" and strategic directions.

In terms of encouraging government and education participation, Mr. Willis recommended there be sufficient programmatic content to provide agencies, localities, and institutions with the incentive to attend. The public sector attendees want opportunities to meet and interact with their counterparts and have access to ideas that they can implement.

Mr. Willis suggested COTS Workgroups provide a report on progress for a broader discussion on what COTS is doing. Another suggestion is for a panel of IT Investment Board members to discuss strategic direction for the Commonwealth and major initiatives, or a panel at the Secretariat level on technology direction in state government. He also recommended a number of topics, such as security best practices, emerging networks and applications, staffing and outsourcing challenges, and creative funding. Mr. Willis asked COTS members to review the handout he provided and send feedback, comments, and suggestions to him.

The second part of the Workgroup's charge concerns the Governor's Technology awards. Mr. Willis reported that the overwhelming recommendation is to reinstitute the awards program in 2005. He discussed the previous award categories and selection criteria used in 2001 through 2003.

Mr. Willis recommended reducing the number of awards so it is more manageable. Rather than focus on sector (state agency or institution of higher education), he recommended the awards focus on a topic, such as "most innovative citizen solution" or "best business process redesign." All organizations would be eligible to apply for the awards. Mr. Willis also recommend including an honorable mentions category to provide maximum exposure.

Next steps include providing input to the COVITS planning staff on programmatic content so they can finalize the program planning, and developing a more formal structure and process for the Governor's Technology Awards program. The Workgroup will advise on the process, the call for nominations, and the adjudication.

Mr. Sullivan described in the mid-1990s local governments, in cooperation with the state and Virginia Innovation Group, hosted an IT conference, which was later replaced by COVITS. As COVITS has gone to a more commercial event, there has been a void for local government. The International City/County Management Association is piloting an event in Virginia Beach for city/county managers and executives, including CIOs. The event is May 4-5, 2005, and was chosen to avoid any competition with COVITS in September. Planned speakers include Paul Taylor, Chief Strategy Officer for the Center for Digital Government, and Jerry Mechling from Harvard University.

Mr. Sullivan will send information on the event to Ms. Hunter for further distribution. It will be a good forum for local government and for those who work closely with local government. He suggested this may be a good opportunity for Mr. Willis to get some local government folks together to discuss COVITS.

For the awards piece, Mr. Sullivan recommended approaching a group like the Center for Digital Government to tap into their expertise or partner with their research staff to design the awards program criteria and process, perhaps in return for a conference sponsorship.

Mr. Stewart asked the Workgroup chairs and vice-chairs to share with Ms. Hunter the names and contact information of Workgroup members and volunteers.

Proposed Workgroups

Mr. Stewart introduced two additional workgroups for consideration by the Council. Some Workgroups will have short-term deliverables, such as the COVITS Workgroups, while others will be more long-term in nature, like the Business Reengineering Workgroup.

IT Strategic Planning Workgroup

The first proposed workgroup is the IT Strategic Planning Workgroup. As CIO of the Commonwealth, Mr. Stewart is required by *Code* to publish a four-year, statewide IT strategic plan and update it annually. There is a plan for 2002-2006 that needs to be “refreshed” in 2005. The refresh will include business plans and activities, with a longer-term objective of building a new strategic plan in 2006. Jan Fatouros will head the Workgroup to provide feedback and input from state government, local government, and higher education. The input will be used by the CIO and the committee of the IT Investment Board responsible for strategic planning.

Ms. Fatouros noted that the Workgroup will be working from the [Executive Summary](#) of the 2002-2006 strategic plan. The purpose of the Workgroup input is to bring a business perspective to the plan, to ensure accomplishments and activities are organized in a way to convey value to agency heads. The role of the group is not to develop the plan or perform detailed tasks—VITA staff will handle that and provide drafts in advance of the meeting. Given the short turn-around time, Ms. Fatouros has selected Workgroup members and scheduled a meeting for March 23 or 24. The plan will go before the IT Investment Board at its April 13 meeting.

Mr. Stewart emphasized the need to extend broad participation for the 2006 planning effort, and encouraged members to volunteer.

PPEA Review Workgroup

The second proposed workgroup is the PPEA Review Workgroup. Mr. Stewart asked Dave Burhop to chair the Workgroup, as he has been involved with the PPEA process since it started. The purpose of the Workgroup is to get input from those who are not currently involved in the process, especially outside of Executive branch agencies. The PPEA process is related to modernization and recapitalization of the IT infrastructure. As such, there are implications for local government, higher education, and independent agencies in terms of impact to business processes.

The two vendors selected for the detailed review stage for IT infrastructure are IBM and Northrop Grumman, and they are working with VITA staff on the due diligence effort to validate what we have, where it is, how much it costs, etc. The due diligence effort is scheduled to be completed this month and VITA expects detailed proposals in June. Mr. Stewart emphasized participation across the Commonwealth of Virginia. The purpose of the group is not to review and score the proposals themselves, but to give the Infrastructure PPEA Steering Committee feedback and advice. The Steering Committee will ultimately grade the proposals and make a formal recommendation to the IT Investment Board. If that is approved, the recommendation will go up through the Governor’s Office for review and approval. Mr. Stewart anticipates there will be a 30-day window for the Steering Committee to review and evaluate the proposals. The COTS Workgroup would come before this Committee to provide feedback.

Mr. Burhop said that expanding the review process to include the Workgroup could offer some comfort to the average IT employee in knowing that a wide-range of input was

considered. Mr. Stewart said the PPEA process impacts more than just the Executive Branch agencies and VITA—the opportunity to place a back-up data center facility in another part of the Commonwealth brings the localities into play. Furthermore, the back-up facility is not just for VITA, it is something all of Virginia could use.

Ms. Carver stated that Roanoke recently completed its PPEA process to build a public safety building. The building includes IT as well as police and fire. She concurred that the PPEA process is quite lengthy and involved. Mr. Stewart welcomed her experience to the Workgroup, noting that much is being invested in terms of time and resources by the Commonwealth and the proposers.

Mr. Stewart moved that the two Workgroups be established. The motion was carried unanimously and the IT Strategic Planning and PPEA Review Workgroups were created.

Draft Interim Bylaws

Mr. Stewart introduced the Draft Interim Bylaws that were presented at the December meeting of the Council for discussion and action. Ms. Hunter noted there were two changes to the bylaws, proposed by John Westrick of the Office of the Attorney General, on page four and page six. Mr. Westrick reviewed the bylaws, which were modeled after the Information Technology Investment Board bylaws, and suggested these changes to bring the wording into conformance with the Board bylaws and statute.

Mr. Burhop asked for clarification on the ability to vote telephonically. Mr. Stewart explained that there are several types of meetings and meeting formats which do allow for participation by telephone or videoconference. Mr. Westrick clarified there are three distinct types of meetings: a regular meeting, like today's meeting, and two types of electronic meetings under Section 2.2-3708 or Chapter 704. The meeting format dictates what is and is not allowable.

Ms. Gephart moved that the Draft Interim Bylaws be adopted as amended. Ms. Canada seconded the motion and it was passed unanimously by the Council.

New Business & Public Comment

Mr. Stewart asked if any Council members had new business to bring to the Council. There was no new business. Mr. Stewart asked for public comment. There was none.

Adjournment

The next meeting of the COTS will be Wednesday, May 11, 2005, from 2-4 p.m. at the Virginia Department of Transportation Auditorium, 1221 E. Broad St., Richmond. There being no further business, Mr. Wilson made a motion to adjourn the meeting. The motion was seconded by Mr. Sullivan and accepted unanimously by the Council. Mr. Stewart adjourned the meeting at 3:20 p.m.